



Department of Housing and Community Development

NOTIFICATION OF VACANCY

April 13, 2018

**Community Development Specialist
(Program Administration Specialist II)**

Position #00360

Location:

**DHCD
600 E Main St. Suite 300
Richmond, VA 23219**

Hiring Range:

**Negotiable to \$62,000
Annually**

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development (DHCD) is seeking a highly-motivated individual with a “can-do” attitude to work within the Division of Community Development’s Project Administration Office (PAO) to oversee local government administration of planning and construction projects financed with state and federal funds. The Community Development Specialist serves as the primary point of contact for DHCD grantees such as city, town or county governments across the Commonwealth of Virginia that has a focus on community and economic development through the utilization of state and federal funding resources including but not limited to: Community Development Block Grants (CDBG), Indoor Plumbing Rehabilitation Program (IPR), and other programs administered by DHCD. The Community Development Specialist ensures that grantees and sub-recipients utilize funding sources in accordance with program requirements, provides technical assistance for the delivery of the required benefits, on time and within budget, and creates supportive community relationships for the longevity of community sustainability.

QUALIFICATIONS GUIDE:

Demonstrated ability to read, comprehend, apply, and write about laws and regulations on the implementation of various federal/state funded projects and to interact effectively with all individuals associated with planning and implementing projects designed to carry out the mission of the funding source(s). Demonstrated skill in developing and delivering technical presentations as well as facilitating group discussion. Demonstrated ability to use presentation software, databases, spreadsheets and word processing programs. Manage time strategically, effectively handle multiple priorities, and troubleshoot problems that arise in the course of a project. Must be available for statewide overnight travel and travel independently of other agency staff. Must be willing to work in a fast-paced, high-energy environment as part of a team. Previous work experience in one or more of the following areas strongly preferred: project management, community development and/or economic development, grant management, grant writing, local government or quasi-governmental entity, projects financed with state or federal funds, or housing rehabilitation. A degree in public or business administration, political science, policy analysis, planning or a related field or a combination of training and experience indicating possession of the preceding knowledge, skills, and abilities. A valid driver’s license is required.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ONLINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY FRIDAY, MAY 4, 2018 at 11:59 P.M.

*For additional information please contact our Human Resource Office, at (804) 371-7000
An Equal Opportunity Employer*

*Women, Minorities, Veterans and people with disabilities, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.
Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.*
